

10 JUNE 2002
In reply refer to:
I-02/005821-P3

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letters of Request (LORs) (DSCA 02-19)

The Foreign Military Sales (FMS) process begins when an eligible foreign country or international organization requests information on defense articles or services being considered for purchase. Normally, this "request" is made using an official Letter of Request (LOR) submitted to the U.S. Government (USG). Recently, we have received questions regarding whether an eligible purchaser's Request for Proposal (RFP) equates to an LOR.

General policies regarding LORs are in the Security Assistance Management Manual (SAMM), paragraph 70003. The SAMM does not require a specific format for LORs. As long as the information is complete and submitted through appropriate channels as described in SAMM 70003 A. 1-2, the USG may accept it for possible action. This applies to requests provided through formal correspondence (e.g., letters or messages), RFPs, etc.

This guidance will be clarified in the next revision to the Security Assistance Management Manual (SAMM). If you have any questions regarding this matter, please feel free to contact Mr. Steve Harris, (703) 604-6611/DSN 664-6611 or e-mail steve.harris@osd.pentagon.mil.

//SIGNED//
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LIEUTENANT GENERAL, USAF
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